WJFF Board of Trustees (BoT) Meeting Minutes February 15, 2012

Adopted on March 21, 2012

Regular Meeting Wednesday, February 15, 2012 Jeffersonville Village Hall Jeffersonville, NY 12748

Present:

BoT members: Rose Brown (Vice-President), David Dann, Dawn Dorcas (President), Fern Lee Hagedorn (Secretary), Darlene Midlang, Arthur Steinhauer, Steve VanBenschoten

Staff: Winston Clark

Members of the Public: Raizi Janus Shoop

Absent:

Michael Propst, Stephan Schick

A. Call to Order – Dawn Dorcas – 6:34pm

B. Motion to accept January 25, 2012 meeting minutes made by A. Steinhauer, seconded by S. VanBenschoten.

In favor: Brown, Dorcas, Hagedorn, Steinhauer, VanBenschoten

Oppose: none

Abstain: Dann, Midlang

- **C. Questions and comments from the public**: Raizi Janus Shoop introduced herself she is a resident of Callicoon Center, and voiced interest in the BoT.
- **D. Volunteers' Report**: It was noted that new voices are being heard during the morning shifts these are new volunteers in training.

E. Committee Reports

- 1. Program (J. Gordon, chair): will meet on 3/7 and 3/10
- 2. Facilities (S. VanBenschoten, chair): Furnace in Green House was not operating correctly it is now cleaned out and functioning. Solar lighting the battery drowned and froze it needs a replacement part and this is presently being worked on.
- 3. Finance (M. Propst, treasurer): Bills are being paid on time and income is on track.
- 4, Fundraising and Community Relations (R. Brown & F. L. Hagedorn, co-chairs): Several volunteers have stepped forward to help staff WJFF tables at community events. It was suggested that the committee go to SCVA.net for Sullivan County events. PSA open house-2/29. 600 invitations have been issued. Sonja Hedlund is the organizer of this event.

- 5. Nominating Committee (A. Steinhauer, chair): BoT may seek a financially-oriented person. D. Dann expressed that he will not be available for re-election. R. J. Shoop expressed interest in the BoT.
- 6. Ad Hoc Committees
- a. Volunteer Handbook D. Midlang, as well as committee members who worked on the revision of pages 14-15, have consented to work on the next phase of the policy and procedure handbook. One issue will be a clearer definition of "volunteer." It will be a written agreement, with expectations clearly articulated (of both management and volunteer). All volunteers (those who are on-air and those who serve otherwise) will be covered in this document.

A motion was made by R. Brown, seconded by S. VanBenschoten, to approve the continuation of the existing staff, board and volunteer ad hoc committee to update the remaining section of the WJFF Volunteer Handbook 2008 pertaining to volunteers. Once these revisions have been reviewed by the Board of Trustees, with input from volunteers and staff, the board will finalize and approve the document which will become part of WJFF's future policy and procedures handbook.

In favor: All

b. On-Air Volunteer Agreement – S. VanBenschoten convened a meeting on 2/10. Another draft being created with a few changes.

F. Station Manager's Report – Winston Clark

- 1. Meeting at The Cooperage tomorrow with builder. W. Clark will go over the specifications of the WJFF studio which includes a raised floor, soundproofed double walls, radiant heat. This is the first meeting with the builder.
- 2. Trailer. The value of trailer is \$4,000-\$8,000 value. However, it would cost \$10,000 to move. WJFF is not sure it will accept this trailer.
- 3. Upgrading EAS. WJFF has enrolled with both New York State and Sullivan County to receive emailed information regarding local announcements and emergencies. It was used this afternoon when the on-air volunteer announced a road closure.
- 4. Meeting with Wayne County Emergency Services, Steve Price. W. Clark will discuss setting up similar information access for PA.
- 5. Answering machine has been moved to the 2nd floor so that volunteers have easier access.
- 6. Pledge Drive has been moved one week earlier to begin on March 22nd. The pledge drive mailing will start on 2/20. The change was made due to the dates of Christian Holy Week.
- 7. CAB meeting convened on 2/4 by D. Dorcas. Input was gathered from those in attendance. Three of the seven members cancelled the night before. Members of public, volunteers, staff and several board members were present. CAB expressed appreciation for WJFF's response to the community by expanding local news, and providing good NPR programming
- 8. Through a CAB member, WJFF was alerted that the volume equalizer (which kicks in when volume is too high) doesn't work for the webstream. Earle Nietzel (WJFF's volunteer engineer) changed the feed and now the same equipment equalizes the volume over the air and on the internet.

- 9. CPB approved Part 2 of the rural listening grant to WJFF. Staff filled out long report and grant is enroute to WJFF.
- 10. PSA Open House event will occur on 2/29.

G. Old Business

- 1. Review of Action Steps from previous meeting:
- a. On-air meeting agreement meeting was convened and another one has been set
- b. BoT training date with Ginny Berson has been confirmed for 5/13, 9am-5pm at S. VanBenschoten's home.
- c. D. Dorcas' Powerpoint presentation highlighting WJFF 2011 was customized for the CAB meeting, and sent to volunteers on the WJFF listserv.

H. New Business

- 1. Listserv policy. This is a board responsibility. The WJFF listserv is the official means for WJFF communications. The BoT will set forth some guidelines for its usage.
- 2. Signatories for WJFF checks. A motion to necessitate one official signature for the purposes of payroll checks and for checks up to \$1,600 was made by A. Steinhauer and seconded by D. Dann.

In favor: All.

Signatories are: D. Dorcas, D. Midlang, M. Propst, S. VanBenschoten

- 3. Green House. Originally purchased with the intent of additional studio space, technology has made it possible for hosts to work on their home computers. It is now used for music sale storage, meetings, and emergency housing for hosts during weather emergencies. WJFF volunteers transformed a marginal structure into a useable building.
- **I.** Action Steps (Review of items needing attention and those handling them)
- 1. Volunteer Handbook D. Midlang will convene group.
- 2. On-Air Agreement S. VanBenschoten will convene group.
- 3. PSA Open House 2/29 Sonja Hedlund, organizer
- 4. FracFocus.org is an NPR underwriter. For listeners concerned about the organization, contact Edward Schumacher-Matos, the ombudsman for NPR (go to NPR.org and click on "Contact Us" and fill out the contact form).
- 5. Local News with Fritz Mayer D. Dann observed that WJFF's expanded local news coverage is fabulous. WJFF will be providing F. Mayer with a better microphone.
- **J.** Motion to go into executive session to discuss personnel issues made by S.

VanBenschoten, seconded by A. Steinhauer.

In favor: All

Executive session convened at 7:40pm.

K. Motion to adjourn executive session made by S. VanBenschoten, seconded by A.

Steinhauer.
In favor: All

Regular session resumed at 8:50pm.

L. Motion to extend the thanks of WJFF to Earl Nietzel in the forms of a letter and a check for \$1,000 for work done regarding the acquisition and installation of a professional air conditioning unit for the tower enabling WJFF to stay on-air during hot weather, and for his tireless service to WJFF, was made by D. Dann, seconded by S. VanBenschoten.

In favor: All.

M. Motion to adjourn was made by S. VanBenschoten, seconded by R. Brown

In favor: All

Next meeting: Wednesday, March 21, 2012 – Village Hall 6:30pm

Meeting adjourned at 8:51pm

Respectfully submitted,

Fern Lee Hagedorn Secretary

Addendum 1: Meeting Dates. 2012. Wednesdays

4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/14, 12/19

Addendum 2: WJFF Events/meetings 2012

February 29 – PSA Open House

March 7 – Program Committee

March 10 – Program Committee

BoT 3/21

March 22 thru March 29 – Pledge Drive

BoT 4/18

April 20 – Fundraising & Community Relations

May 5 – Foodstock

May 13 – BoT training

BoT 5/16

BoT 6/20

BoT 7/18

July - Farm to Table Dinner

July 26 thru August 2 – Pledge Drive

BoT 8/15

September 8 – Auction

BoT 9/19

BoT 10/17

BoT 11/14

November 17 – Music Sale

November 29 thru December 6 – Pledge Drive

BoT 12/19